How to access student submissions via the Brightspace Discussions tool

Below are the steps you need to follow to review students' discussion posts via the Brightspace Discussions tool.

Before you start, …

1. Make sure that you have the names and IDs of students whose discussion post(s) you are supposed to review.

2. Make sure you know which module / unit / course you will find the discussion posts in and what the discussion topic / forum you are supposed to review is called.

3. Make sure you have a UHI ID and password to log into Brightspace.

What you will find in this resource:

Step 1 – Logging into Brightspace

Visit https://brightpace.uhi.ac.uk.

You will now see the UHI Brightspace login screen. Enter your UHI username/ID and password, and click on the blue Login button (Figure 1).

To access this resource please login using your UHI username

Username

edubrighttest2

Password

···············

Login

You will now see the UHI Brightspace homepage and the modules / units / courses you are enrolled on (Figure 2).
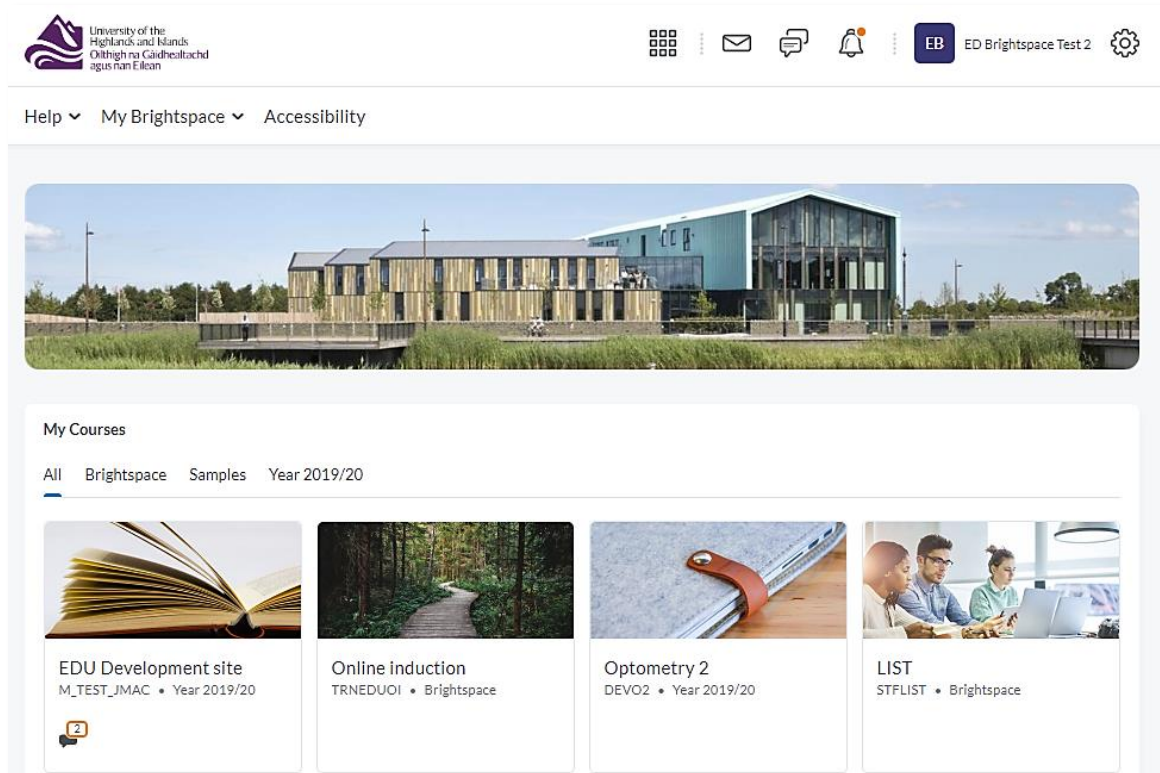

Figure 1: UHI Brightspace login page

Note that your Brightspace homepage will differ from the one in Figure 2 as what you will see will depend on which modules / units / course you are enrolled on.
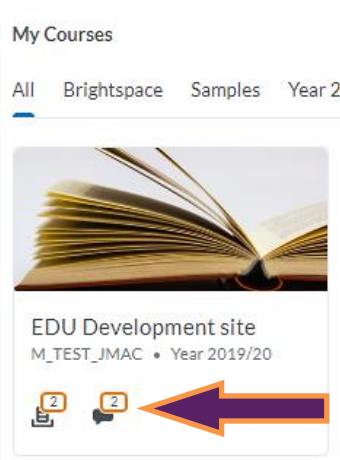
Step 2 – Accessing the Brightspace Discussions tool

Figure 3: Module / Unit / Course tile on the Brightspace homepage nepage

If you need to access students' discussion posts via the Brightspace Discussions tool, there are two ways to get to them. Option 1 is to locate the module / unit / course tile on the homepage. You will find the name of the module / unit / course below the module / unit / course banner.

Note: The name of our module is EDU Development site.

Below the module / unit / course name, you should see a little Discussion icon (speech bubble). Click on the icon for direct access to the Brightspace Discussions tool (Figure 3).

Alternatively, click on the tile of the module / unit / course to enter it. Once you are inside the module / unit / course, click on Communication and Collaboration in the navigation menu and select Discussions from the drop-down menu (Figure 4).
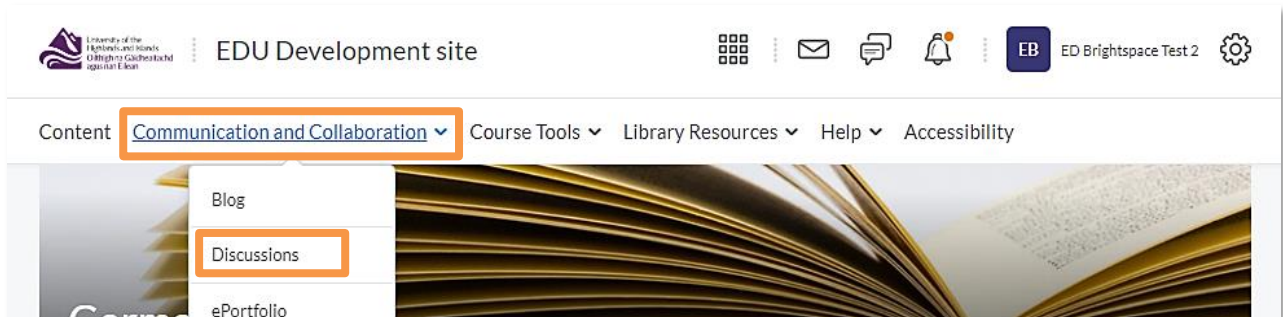

Figure 4: Module / Unit / Course homepage with Course Tools drop-down menu and link to the Assignments tool

Step 3 - Finding a student's discussion post in the Brightspace Discussions tool

Once you are in the Discussions tool, you will see discussion fora (1) and discussion topics (2) students posted in (Figure 5).

Note: You must not use any of the editing features for any of the discussion fora and topics you see. This means that you must not use the New and More Actions buttons at the top of the page.
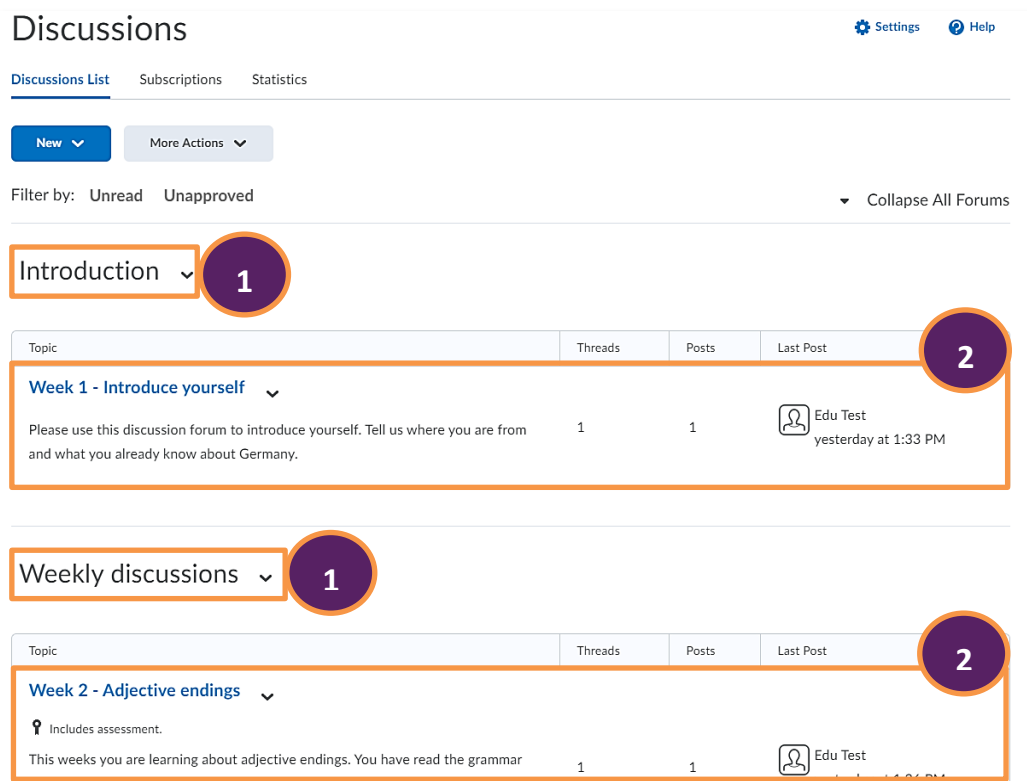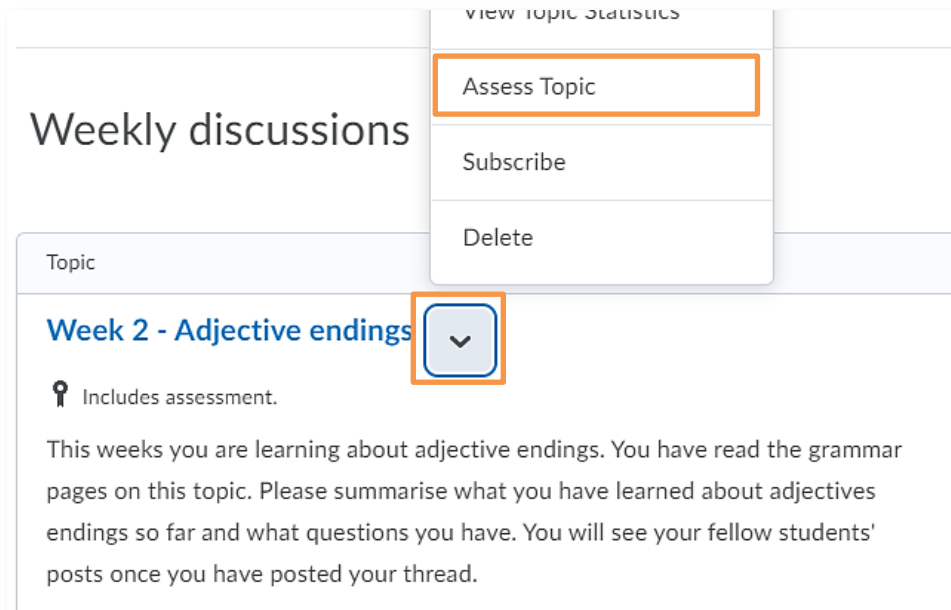

Figure 5: Brightspace Discussions tool homepage with discussion fora and discussion topics

Figure 6: Discussion topic with drop-down menu

To find students' discussion posts, locate the discussion topic you were told to look at. Open the drop-down menu next to the topic name and select Assess Topic (Figure 6).

Once you are inside the discussion topic, you will see the topic scores / discussion posts of all students. Use the Search For box to search for the student(s) whose post(s) you would like to review (1).
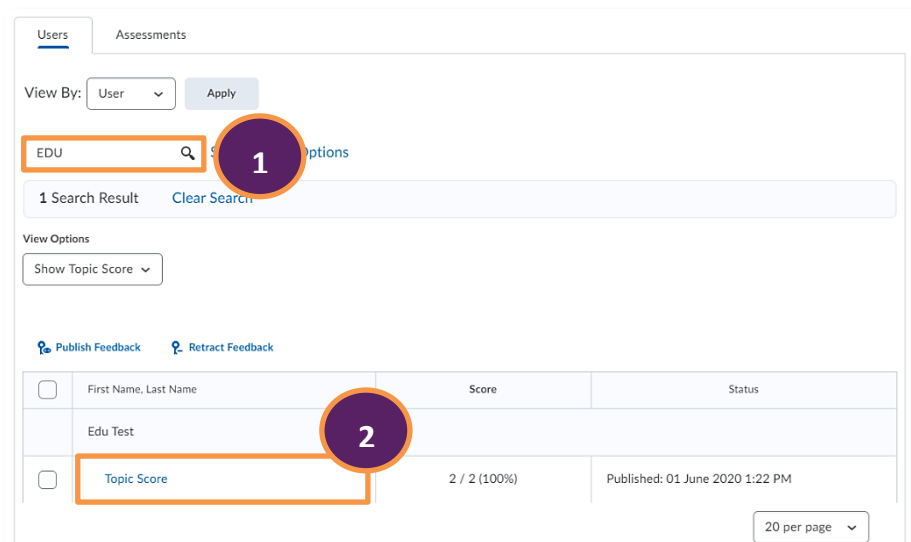
Note: You can only search for one student at a time.

Figure 7: Discussion topic assessment homepage with option to search for student

Once you have found the student whose submission you would like to review, click on the student's Topic Score (2; Figure 7).

Step 4 - Reviewing a student's assignment submission

A pop-up window with the student's post and the evaluation will open. At the top of the window, you will see any rubric which might have been used to score the discussion post (1; Figure 8).

Figure 8: Discussion topic assessment pop-up window with rubric

Below that you will see a feedback box with any general comments the original marker might have left (1) and below that you will see the student's discussion post(s) (3; Figure 9).

Figure 9: Discussion topic assessment pop-up window with General Feedback and original student post(s)

Note: You must not edit or change any score or feedback for the assignment submission.

To get back to the discussion topic assessment area, simply close the pop-up window.

Note: You must never click on either the Update or Retract buttons in the bottom left-hand side corner of the pop-up window (Figure 10).

Figure 10: Update and Retract buttons in the bottom right-hand side corner of the screen

Figure 11: Discussions List link back to the Discussions tool homepage

Once you are back on the discussion topic assessment homepage (refer back to Figure 7 on page 4), you can either search for another student whose contribution you need to review, or you can navigate back to the Discussions tool homepage to review contributions in a different discussion topics by clicking on the Discussions List link in the bread crumb trail above Assess Topic (Figure 11).

Information on where to find module / unit / course content

If you need to review any module / unit / course content, you can do so via the Content link in the navigation menu (Figure 12).

Figure 12: Module / Unit / Course homepage with Content link

You will now be taken to the content area. Use the menu on the left hand-side of the screen to toggle between different content folders to see the materials within these folders (Figure 13).
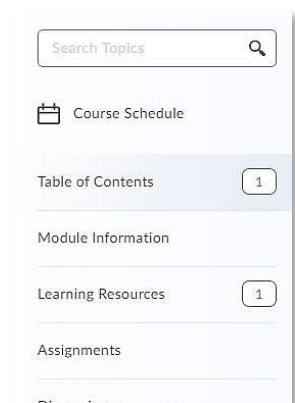

Figure 13: Table of contents on the left-hand side of the content area